

MEETING MINUTES MAY 3, 2019

Meeting called to order: 9:05 am

In Attendance: Eric Bullis, Cheryl Cardoza, Melissa Deadmond, Julie Ellsworth (guest), Tanya Farnung-Morrison, John Fitzsimmons, Meeghan Gray, Mark Maynard (Chair), Brian Ruf, Sharif Rumjahn, Karen Wikander

Absent: Sam Byington, Tara Connolly, Jinger Doe, Cheryl Scott, Andrew Sumpton

Approval of April 19, 2019 Meeting Minutes

Cheryl Cardoza made a motion to approve the minutes. Meeghan Gray seconded. The minutes were passed unanimously without corrections.

Cheryl Cardoza pointed out that Andrew Sumpton should be removed from the committee roster as he has missed more than two consecutive meetings. He can be added back to the roster upon his return.

NILOA Coach Visit / Assessment Day

Melissa Deadmond and Mark Maynard presented a brief overview of the Assessment Day activities and invited the committee members to a 9 a.m. session with NILOA coach Dan McNerny. Cheryl Cardoza asked if Assessment Day is mandatory for faculty and Melissa Deadmond confirmed that it is.

PUR and Rubric Evaluation Survey

The committee brainstormed a series of questions to add to a follow up survey on the PUR to be given to self-study chairs that participated in the PUR review process this semester. The questions are:

1. What changes would you like to see for the PUR process?
2. Where can the template and instructions be clarified?
3. What additions/emphasis would you like to see for PUR workshops and/or training?
4. How can the ASA Committee Findings and Recommendations feedback and evaluation process be made more valuable?
5. Is there any additional data that you would like to have included in the PUR?

Rick Bullis asked where eLumen questions felt redundant; he also mentioned that as a department coordinator, he has noticed that Part-time instructors have various levels of computer skills and that using eLumen and Canvas-based CAR rubrics is beyond the technical skill of PT faculty. Melissa Deadmond explained that the VPAA PUR review template has been revised to validate both the Dean and the ASA Committee findings and recommendations. Cheryl Cardoza asked if larger departments could have more time to complete a PUR. Meeghan Gray asked whether or not we should give the rubric to the self-study committee or keep it an internal committee document to be used for reviewing the PUR. Cheryl Cardoza said that self-study committees see the Dean as the end of the process. Rick Bullis said he felt the self-study chairs and committees don't always have a clear perspective/perception of the ASA Committee's role in the PUR review process. The committee felt that ASA could couch itself as a recommending body to help provide oversight to the PUR process and agreed that its role was to help make the PUR the best document it can prior to its submission to the VPAA. Karen Wikander asked how the committee could better define the ASA committee roles and responsibilities in the PUR process.

NSHE Course-level Guidelines Draft

The committee discussed the NSHE Course-level guidelines draft that Mark Maynard and Melissa Deadmond had shared with the committee. Many committee members had concerns regarding the use of the Bloom's Taxonomy verbs in those sections of the document. Cheryl Cardoza stated that 200-level survey courses are seen as "specialized" according to the document, which is incorrect. Brian Ruf felt that the term "introductory" was vague. Julie Ellsworth asked what the purpose of the guidelines was, and whether they were put forth to address a perceived problem. Melissa Deadmond explained that the committee was made up of people system wide that are working on common course numbering across NSHE. Julie Ellsworth stated that a policy context for the document would be useful.

English PUR

The committee decided that the English department ASA Committee members (Cheryl Cardoza, Karen Wikander, and Mark Maynard) should recuse themselves from the PUR review at the May 10, 2019 meeting. Tanya Farnung-Morrison volunteered to run the meeting.

Meeting Adjourned: 10:16 a.m.

Next Meeting 5/10/19